

ADVERT DESCRIPTION APPROVAL FORM

Used before a vehicle advert goes live.

Important: This template is a general business record only and is not legal, tax, accounting or compliance advice. Adapt it for your process and have it checked by a qualified adviser before relying on it.

1. Vehicle / Customer / Core Details

Vehicle registration: _____	Advert price: _____
Mileage shown: _____	Mileage discrepancy disclosed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

2. Description, Checks and Disclosure Details

Advert title: _____	MOT status: _____
Service history wording: _____ _____	
Warranty wording: _____ _____	
Feature list checked: _____ _____	
Optional extras checked: _____	Known defects disclosed? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Write-off status checked? Yes / No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Admin/delivery fees included or clearly shown: _____

3. Approval, Acknowledgement and Signatures

Manager approval: _____	Date approved: _____
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4. Office Use Only

Stock/deal file updated?: _____	Supporting documents attached?: _____
Reviewed by: _____	Date reviewed: _____